

Major Use Permit: Tier 4 (Wireless Facility)			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$3,070
ENVIRONMENTAL			\$5,360
PDS REVIEW TEAMS			\$2,175
STORMWATER			\$695
DEH	SEPTIC/WELL		\$1,250
	SEWER		\$1,250
PDS TRAILS REVIEW		\$170	
VIOLATION FEE (<i>not included in total</i>)		\$1,000	
INITIAL DEPOSIT & FEE TOTAL			
\$12,720			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan
- If within ROW - Authorization from the County of San Diego, Real Estate Services
- Geographic Service Area, Photosims & Narrative (**see Note #5**)
- [126 Acknowledgement of Filing Fees and Deposits](#) (**see Note #1**)
- [299 Supplemental Public Notice Certification](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (**and any deeds**)
- [346S Supplemental Application](#)
- [399F Fire Availability](#)
- [399W Water Availability](#) (**If Landscaping proposed**)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)
- [580 Hazardous Waste/ Substance Verification](#)
- [581 Plan Check Pre-Application Notice](#)
- [LUEG-SW Stormwater Intake Form for Development Projects](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plans: **Six (6) hard copies;**
If in Alpine CPG area: **Seven (7) hard copies.**
- Photosims: **Two (2) hard copies.**
- Public Notice Package (**see PDS-516 for Specific Requirements**).
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [524 Vicinity Map/ Project Summary](#): **One (1) hard copy.**
- [LUEG-SW Stormwater Intake Form for Development Projects](#): **Two (2) hard copies.**

In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in the **PDS-313 Major Use Permit Applicant's Guide** (for example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.).

PART C:

All items below are informational only and not to be submitted.

<u>090</u>	<u>Typical Plot Plan</u>
<u>209</u>	<u>Defense and Indemnification Agreement FAQs</u>
<u>247</u>	<u>Fish and Wildlife Fees</u>
<u>267</u>	<u>Appointment Letter</u>
<u>298</u>	<u>Supplemental Public Notice Procedure</u>
<u>313</u>	<u>Major Use Permit Applicant's Guide</u>
<u>374</u>	<u>Resource Protection Study</u>
<u>515</u>	<u>Public Notice Procedure</u>
<u>516</u>	<u>Public Notice Applicant's Guide</u>
<u>906</u>	<u>Signature Requirements</u>
	<u>Policy FP-2: Fire Code Compliance for Cellular Facilities</u> (If Applicable)
	<u>Policy G-3: Determination of Legal Parcel</u>

Submittal Appointments are no longer required.

Check-in at the main PDS counter no later than 3:30 p.m.

Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Six (6) hard copies of the plot plan are required, grading and elevation renderings of structures if structures are proposed. Seven (7) hard copies of the plot plan are required if the project is within the Alpine CPG area. Plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed. Minimum sheet size 11" x 17"; standard engineer scale.
5. USB Flash Drive must contain all required documents, including Geographic Service Area (before and after), copy of Visual Impact Analysis (Photo-sims) and a written narrative addressing the requirements listed in Section 6984 of the Zoning Ordinance (see Note #2).
6. Zoning Staff, please note on the PDS-346 if project qualifies for Policy FP-2.
7. Cell Sites Adding Generators: Existing approved projects that are adding generators require a modification to the existing permit.

8. Applicant will receive PDS-319 (Notice of Application) and PDS-382 (Flagging Procedure for Projects) at submittal.
9. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
10. Verify and indicate legal status under "Comments" in ACCELA.
11. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
- 12. Show the following on the plot plans:**
 - Property owner's name and address,
 - Vicinity Map,
 - Assessor's parcel number for the property,
 - North arrow and scale (engineer scale),
 - Indicate all setbacks (front yard, exterior side yard, side yard and rear yard),
 - Indicate the square footage and footprint of all existing and proposed buildings, including lease area for proposed cell site,
 - Show distances of cell site structure to property lines and road centerlines,
 - Identify use of all existing and proposed structures,
 - Easements shown and labeled,
 - Show proof of access to a publicly maintained road. Roads, access easements and driveways shown and labeled, list length and width,
 - Indicate leach lines and septic system (indicate As-Built septic layout),
 - Show how lot will drain and all Stormwater BMP's,
 - Show the driveway(s) and all open parking areas, include paving material and slope.